

CITY OF RIVERSIDE

Building & Safety Division



APPLICATION FOR APPROVAL AS FABRICATOR

INSTRUCTIONS:

1. Address all communications to: **City of Riverside
3900 Main Street
Riverside, CA 92522
ATTN: Building & Safety**
2. A check, money order or FAX-Credit Card Authorization form in the amount of **\$57.00** shall be submitted with this application. Checks should be payable to the City of Riverside.
3. Please print or type this entire application form.

Name of Facility: _____

Applicant's Name: _____

Mailing Address: _____

Telephone: _____

What types of fabricated products and/or manufacturing operations are you requesting approval for? (Be specific)

Please list any and all current Quality Control Certifications and/or City or County of Los Angeles or San Diego Approved Fabricator Licenses that the company holds. *(Copies to be included. Licenses must be current and clearly show expiration dates.)*

_____ **Continued page (2)**

Additional requirements listed below apply only if the applicant does not have a current Approved Fabricator License from the City or County of Los Angeles or San Diego.

Please provide the following information as attachments to this application. Incomplete applications will not be approved and the Application Fee will not be refunded.

A. FABRICATOR PROCEDURAL MANUAL:

The fabricator must submit a detailed fabricator procedural manual reflecting key quality control procedures which will provide a basis for inspection control of workmanship and the fabrication plant. The fabricator's procedural manual must include:

- 1. General Information** - including name of company, office and plant address, type of approval requested and extent of production operations.
- 2. Personnel** - including a list of all responsible personnel and other persons required to be licensed to perform their duties. Show their titles and license numbers, and describe the general qualifications of each to perform their respective duties.
- 3. Material Description** - including general description of each kind of material entering into the final product and a description of the final product, give A.S.T.M. designations.
- 4. Equipment List** - including all major items of equipment necessary to properly fabricate the product. Indicate general condition and adequacy of equipment.
- 5. Operating and Quality Control Procedures** - including brief description of operating procedure and detailed description of in-plant inspection and test methods. Specify personnel responsible for effectiveness of quality control procedures and by whom such inspections are performed.
- 6. Experience of Company** - including a report by applicant of a background experience in the type of fabrication for which approval is applied.

B. VERIFICATION:

The fabricator's quality control capabilities along with plant and personnel as outlined in the fabrication procedural manual shall be verified by an approved third party inspection or quality control agency or by an approved professional engineer. The above referenced inspection or quality control agency or professional engineer **must be approved by the building official prior to their inspection** and verification report submittal. Quality Certification Programs of the American Institute of Steel Construction, the International Conference of Building Officials, and the City of Los Angeles are currently accepted without additional review.

CITY OF RIVERSIDE



Building & Safety Division
3900 Main Street, Riverside, CA 92522
FAX: (951) 826-5622

e FAX - CREDIT CARD AUTHORIZATION e

(Use this form to authorize payment by credit card for **Approved Fabricator Applications**)

For the attached FAX application, please charge my/our (please check one)				
<input type="checkbox"/> Visa		<input type="checkbox"/> MasterCard		Note: No other credit cards are accepted
Account Number ~ ~ ~ ~ & ~ ~ ~ ~ & ~ ~ ~ ~ & ~ ~ ~ ~				
Expiration Date ~ ~ & ~ ~		\$ Amount \$ 57.00		
Name (on Credit Card)				
Mailing Address				
City	State	ZIP Code	Telephone Number	FAX Number
Authorized Card Holder Signature				Date
(This box to be completed by Building & Safety staff) Permit Number:				

INSTRUCTIONS FOR FAX-CREDIT CARD APPLICATIONS

A. Complete and FAX the following (2) forms to us at (951) 826-5622:

1. This **FAX Credit Card Authorization Form**
2. The completed **Application For Approval as Fabricator**

Note: The Application must include a copy of your current Approved Fabricator wallet card from the City or County of Los Angeles or San Diego or a copy of your Quality Control Certification from a nationally recognized agency.

- B.** We will process your FAX applications during working hours as they are received, usually within 24 hours.
- C.** We will mail you a copy of the receipt and Certificate (if approved).